

# PSYCHIATRIC TECHNICIAN (SAFETY)



## OPEN

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER - Equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.

EXAMINATION BASE DEPARTMENTAL FOR:  
DEPARTMENT OF CORRECTIONS AND REHABILITATION

WHO SHOULD APPLY Applicants who meet the minimum qualifications as stated below. Applications will not be accepted on a promotional basis.

HOW TO APPLY Submit an Examination Application (Std. Form 678) and a Supplemental Application for Psychiatric Technician (Safety) to:

<b>By mail with:</b>	<b>or</b>	<b>In person with:</b>
<b>Department of Corrections and Rehabilitation</b>		<b>Department of Corrections and Rehabilitation</b>
<b>Selection Services Section</b>		<b>Selection Services Section</b>
<b>P.O. Box 942883</b>		<b>1515 "S" Street, Room 522-N</b>
<b>Sacramento, CA 94283-0001</b>		<b>Sacramento, CA 95814</b>
<b>(916) 322-2545</b>		<b>(916) 322-2545</b>

If you are personally delivering your application(s), you must do so between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday, to the same street address as listed above for the Selection Services Section.

The Supplemental Application for Psychiatric Technician (Safety) can be downloaded from State Personnel Board's website at [www.spb.ca.gov](http://www.spb.ca.gov) or CDCR's website at [www.cdcr.ca.gov](http://www.cdcr.ca.gov), or a copy may be obtained by calling or going to either the address above or one of the institutional personnel offices.

**NOTE:** Only applications with an original signature will be accepted.

PRE-APPLICATION TO MEDICAL STAFF (PREAPP) Please fax the following documents to the California Department of Corrections and Rehabilitation Credential Coordinator at (916) 322-3208:

- ❖ Pre-Application to Medical Staff (PREAPP)
- ❖ Current Curriculum Vitae or resume

The PREAPP can be downloaded from CDCR's website at [www.cdcr.ca.gov](http://www.cdcr.ca.gov) (under Health Care Professionals Needed Now) or you may request a copy by calling the Selection Services Section at (916) 322-2545.

APPLICATION DEADLINE/ REQUIREMENTS Applications will be accepted on a continuous basis. All applicants must meet the education and/or experience requirements for this examination at the time he or she files his or her application.

SALARY RANGE(S) As of: **June 30, 2006**  
Range A: **\$2,887 - \$3,473**  
Range B: **\$3,003 - \$3,624**  
Range C: **\$3,124 - \$3,795**

### Alternative Range Criteria 29

**Range A.** This range shall apply to incumbents who do not meet the criteria for payment at Range B.

### Range B. Either:

1. Successful completion of 15 semester units of collegiate level job-related courses in a college or university of recognized standing. (Such courses shall correspond with those on a list of approved courses designated by the Department of Health and filed with the State Personnel Board. Credits received for courses required for licensing as a Psychiatric Technician shall not be accepted toward meeting this requirement.)
2. Successful completion of an equivalent program of advanced employee training (beyond that required for licensing as a Psychiatric Technician) in the general field of psychiatric nursing and therapy, offered by the State Department of Health. (The advanced training plan shall be on file with the State Personnel Board.)

### AND

Favorable recommendation by a departmental evaluation panel whose plan of evaluation shall have been filed with the State Personnel Board, and whose evaluation shall have considered the employee's personal and job qualifications for therapeutic work with patients.

**Range C.** Successful completion of 15 additional semester units of job-related courses at an accredited college or university. (Such courses shall correspond with those on a list of approved courses designated by each State Hospital or Developmental Center. Credits received for courses required for licensing as a Psychiatric Technician, or for qualifying for Range B, shall not be accepted toward meeting this requirement.)

### AND

Favorable recommendation by the evaluation panel at each facility.

SALARY RANGE(S) (CONT'D)	<p><b>Additionally, Recruitment and Retention (R &amp; R) Bonuses are offered at various locations throughout the state as identified below:</b></p> <ul style="list-style-type: none"><li>• \$2,400 Annual R &amp; R Bonus (Limited to Avenal State Prison, Ironwood State Prison, Chuckawalla Valley State Prison, Calipatria State Prison, and Centinela State Prison following 12 consecutive pay periods)</li><li>• Additional bonuses per pay period are as follows: \$700 for Pelican Bay State Prison; or \$100 for Avenal State Prison, Calipatria State Prison, Centinela State Prison, Ironwood State Prison, and Chuckawalla Valley State Prison; or \$300 for all other CDCR Institutions</li><li>• In addition, the following bonuses per pay period have been approved for the following locations: \$400 for Corcoran State Prison; or \$100 for North Kern State Prison, Kern Valley State Prison, and Substance Abuse Training Facility</li></ul>
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BENEFITS	<ul style="list-style-type: none"><li>• Deferred Compensation Plans (Savings pool, 401k and 457 plans)</li><li>• \$100 Monthly Bilingual Differential Pay</li><li>• 75% Reimbursement of Van Pool, \$65 maximum per month (\$100 primary driver)</li><li>• 75% Reimbursement of Public Transit Passes, \$65 maximum per month</li><li>• Flexible work hours (Management discretion)</li><li>• Pre-tax parking (Where applicable)</li><li>• Fourteen (14) paid holidays</li><li>• Generous paid vacation/sick leave or annual leave</li><li>• Jury duty/military/bereavement leave</li><li>• Health, Dental, and Vision Care Plans (Rural Health Care Equity Program for areas without HMOs)</li><li>• Pre-retirement death benefit</li><li>• Dependent Care Program</li><li>• Long Term Insurance (CalPERS)</li><li>• Home Loan Program (CalPERS)</li><li>• Legal Services</li><li>• Employee Assistance Program</li><li>• Work and Family Advisory Committee</li><li>• License or certificate renewal fee reimbursement (Actual Cost)</li><li>• Continuing Education (18 hours per fiscal year)</li><li>• Educational Reimbursement Program (\$840 successfully completes probationary period and appointed within 12 months of receipt of initial PT license)</li><li>• California Public Employees' Safety Retirement System (Exempt from paying into the Federal Social Security System)</li></ul>
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MINIMUM QUALIFICATIONS	<p>Possession of a valid license to practice as a Psychiatric Technician issued by the California Board of Vocational Nurse and Psychiatric Technician Examiners (BVNPTE). (Applicants who are within four months of completing the Psychiatric Technician curriculum accredited by the BVNPTE will be admitted to the examination, but they must secure this license before they will be eligible for appointment.)</p> <p><b>Special Personal Characteristics:</b> An interest in and willingness to work at correctional facilities in the Department of Corrections; understanding of the behavior of patients' or inmates' emotional stability; patience; tolerance; tact; alertness; neat personal appearance; and hearing and vision required for successful job performance.</p> <p><b>Special Physical Characteristics:</b> Possession and maintenance of sufficient strength, agility, and endurance to perform during physically, mentally, and emotionally stressful and emergency situations encountered on the job without endangering the health and well-being of the incumbent, fellow employees, patients, inmates or the public.</p> <p>Applicants for positions in this class are required to pass a drug-screening test. Testing of current employees who are applicants in an examination or who are transferring is permitted only if the person does not have a current appointment to a class for which drug testing is a requirement.</p>
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EXAMINATION PLAN	<p>This examination will consist of Training and Experience Evaluation (supplemental application) weighted 100%. To obtain a position on the eligible list, applicants must achieve a minimum rating of 70% on the supplemental application. See section titled "How to Apply" for information on where to obtain a copy of the supplemental application and other needed materials.</p> <p>Candidates who meet the "Minimum Qualifications" will have their supplemental application graded. If they pass the examination, they will be placed on an eligible list. <b>RETURN OF THE SUPPLEMENTAL APPLICATION IS MANDATORY.</b> Candidates who do not return the completed supplemental application will be eliminated from this examination.</p> <p><b>Training and Experience Evaluation (Supplemental Application) -- Weighted 100.00%</b></p> <p><b>Scope:</b></p> <p><b>A. Knowledge of:</b></p> <ol style="list-style-type: none"><li>1. Custody procedures, and public and property protection policies</li><li>2. Fundamentals of nursing care, general behavioral and psychiatric procedures, patient or inmate behavior, and mental health principles and techniques involved in the care and treatment of individuals or groups of developmentally or mentally disordered patients or inmates</li><li>3. Current first-aid methods</li><li>4. Medical terminology</li><li>5. Pharmacology</li><li>6. Cardiopulmonary resuscitation</li><li>7. Management Assaultive Behavior techniques</li><li>8. Hospital procedures</li></ol> <p><b>B. Ability to:</b></p> <ol style="list-style-type: none"><li>1. Learn and apply sound judgment for situations including the protection of persons and property</li><li>2. Apply basic nursing knowledge, skills, and attitudes</li><li>3. Establish effective therapeutic relationships with developmentally or mentally disordered patients or inmates</li><li>4. Recognize symptoms requiring medical or psychiatric attention</li></ol>
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EXAMINATION PLAN (CONT'D)	<b>B. Ability to (Cont'd):</b> 5. Think and act quickly in emergencies 6. Work with a treatment team to provide occupational, recreational, vocational, and educational therapy programs for patients or inmates 7. Follow directions 8. Keep appropriate records 9. Develop clear and concise reports of incidents 10. Analyze situations accurately and take effective action
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ELIGIBLE LIST INFORMATION	The resulting eligible list will be established to fill vacancies for the Department of Corrections and Rehabilitation. Names of successful candidates are merged into the list in order of final scores, regardless of date. Eligibility expires <b>12</b> months after establishment, unless the needs of the service and conditions of the list warrant a change in this period.
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POSITION DESCRIPTION AND LOCATION(S)	<p>A Psychiatric Technician (Safety) works under general supervision to provide a basic level of general behavioral and psychiatric nursing care and is expected through attitude, knowledge, and performance to facilitate the rehabilitation of inmates or parolees, and do other related work.</p> <p>Position(s) exist at various institutions located throughout the state with the Department of Corrections and Rehabilitation.</p>
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VETERANS POINTS/ CAREER CREDITS	Veteran's Preference Points will be granted in this examination. Due to changes in the law, which were effective January 1, 1996, veterans who have achieved permanent civil service status are not eligible to receive Veteran's Preference Points. Career credits will not be granted in this examination.
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GENERAL INFORMATION

**Applications are available at** Department of Corrections and Rehabilitation offices, State Personnel Board offices and local offices of the Employment Development Department.

**The Department of Corrections and Rehabilitation** reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revisions will be in accordance with civil service laws and rules and all competitors will be notified.

**Examination Locations:** If this examination requires a written test and/or oral interview, they will be scheduled throughout the State at the correctional institutions and/or parole regions. However, locations of the written test and/or oral interview may be limited or extended as conditions warrant.

**Eligible Lists:** Eligible lists established by a competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional; 2) departmental promotional; 3) multidepartmental promotional; 4) servicewide promotional; 5) departmental open; 6) open. When there are two lists of the same kind, the older must be used first.

**Veterans Preference:** California law allows the granting of Veterans Preference Points in **Open Entrance** and **Open, Nonpromotional Entrance** examinations. Veterans Preference Points will be added to the final score of all competitors who are successful in these types of examinations and qualify for and have requested these points. Credit in **Open Entrance** examinations is granted as follows: 10 points for veterans, widows and widowers of veterans and spouses of 100% disabled veterans; and 15 points for disabled veterans. Credit in **Open, Nonpromotional Entrance** examinations is granted as follows: 5 points for veterans; and 10 points for disabled veterans. Directions to apply for Veteran's Preference Points are on the Veterans Preference Applications (Std. Form 1093) which is available from the State Personnel Board, P.O. Box 944201, Sacramento, CA 94244-2010 and the Department of Veterans Affairs, P.O. Box 942895, Sacramento, CA 94295-0001.

**General Qualifications:** Competitors must possess essential personal qualifications including integrity, initiative, dependability, good judgment, ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination and fingerprinting may be required. In open examinations, an investigation may be made of employment records and personal history.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

ONLY INDIVIDUALS LAWFULLY AUTHORIZED TO WORK IN THE UNITED STATES WILL BE HIRED

FOR CURRENT CDCR TESTING INFORMATION CALL (916) 322-2545  
California Relay Service for the Deaf or Hearing Impaired: 1-800-735-2929

THIS CANCELS AND SUPERSEDES ALL PREVIOUSLY ISSUED BULLETINS